

The Kentucky Board of Licensure for
Marriage and Family Therapists
October 23, 2014
Minutes

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The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky on October 23, 2014.

Board Members Present:

Ms. Jane Prouty, Chair
Mr. Brien Hill
Ms. Mary Ellen Yates
Ms. Mary Badami
Ms. Carolyn Miller-Cooper
Ms. Marie Ruf
Ms. Karen Westbrooks

Occupations and Professions:

Marcia Egbert, Board Administrator
Gordon Slone, Executive Director
Susan Ellis, Operations Section Supervisor
Jeff Frederick, COT
Robert Burt, COT

Office of the Attorney General:

Angela Evans, Board Attorney

Board Members Absent

None

The October 23, 2014 meeting was called to order by Board Chair Jane Prouty at 12:29 p.m.

The Board reviewed minutes from the September 25, 2014 Board meeting. Following review and discussion, Marie Ruf made a motion to accept the minutes with revisions. Mary Badami seconded the motion. The motion carried unanimously.

The Board reviewed the FY14 Monthly Financial Reports for July 1, 2013 through September 30, 2014. Mary Ellen Yates questioned her name listed for Per Diem. She stated that the name on the Financial Report was Mary Beth E. Yates and that is not her name and she has not received her Per Diem. Ms. Egbert will inform the Fiscal Department of the discrepancy and have it corrected. No further action taken.

O&P Report

Gordon Slone, Executive Director introduced Jeff Frederick and David Burt from COT. They gave the Board an overview of the new database. Following the overview, Mr. Slone informed the Board that there are still issues and concerns with the new database that need to be addressed and apologized for the frustration that many licensees experienced due to the One Stop Portal prior to September 22, 2014. He stated that the Commonwealth Office of Technology instituted major changes on September 21, 2014 and there have been relatively few complaints since the changes. Discussion

followed with many questions from the Board members that were answered by Mr. Slone, Mr. Frederick, and Mr. Burt.

Mr. Slone informed the Board that O&P is in the process of filling the Board Administrator vacancy. He hopes to have someone in that position by December 1, 2014.

Mr. Frederick assured the Board that the online verification system appearance is on the list of things to do and hopes to have it completed soon.

The Board discussed the Statutes and Regulations Links versus the law booklets. Mr. Slone expressed that the use of the booklet is totally up to the Board but would have to be updated any time there is a statute or regulation change. He stated that the links are up to date and that Mr. Lang, IT, will be posting them on each Board website in addition to the booklet.

Attorney Report

Ms. Evans reported that 201 KAR 32:035 in regard to Supervision of Marriage and Family Therapy Associates with an effective date of January 1, 2016 has now been approved by LRC. Discussion followed as to when the changes should go on the website and how to notify the licensees. The Board discussed the timeframe of when to post the new items. It was discussed that the new items should be posted by January, 2015 but tabled the final decision until the November meeting.

Ms. Evans stated that she is still working on 201 KAR 32:025 and 201 KAR 32:060 and will report back to the Board at the November meeting.

The Suicide Prevention Training changes and language to be used was tabled to the November meeting.

Old Business

Responses to all correspondence completed following the last Board meeting held on October 23, 2014 is indicated by name and "Response Sent." A copy of the response was included in the Board Member packet. All items that were completed that required no further action following the last meeting have been deleted.

- a. Membership to CLEAR - Completed
- b. Forms – All forms have been completed except CEU Approval Form. The final draft was given to Karen Westbrooks, CEU Committee, for review. Her recommendation was to add the presenters of the program to the CEU Application and to add a box to the checklist. Mary Badami made a motion to accept the recommendations from Ms. Westbrooks. The motion was seconded by Brien Hill. The motion passed unanimously. Ms. Egbert will make the changes for final review at the December meeting. While discussing the form changes, the Board asked that the COT team remove the ability for Associates to renew online. Ms. Egbert will inform the COT team.

- c. Task Forces – ideas for general guidelines (Input time limited) – Table until November meeting.
- d. Follow-Up to Work Session – Ongoing – (See September minutes for newly approved policies.) - Table for further discussion at the November meeting.
- e. 10 CEU's required for renewal and time ceiling on number of years to remain an Associate with implementation of 1/1/2016 – Ongoing - Will require regulation change. Board members were not of one mind in regard to this change and will have further evaluation of any change.
- f. Changes in fee structure for CEU approval requests – Ongoing – Tabled to November Board meeting.
- g. William D. Jones – Response Sent
- h. Damon Cobble – Response Sent

New Business

The AAMFT has changed exam companies. The new AAMFT National Exam will be available on October 15, 2014 for candidates applying to take the MFT National Examination in **January 2015**. This means that candidates who are planning to test in 2014's last examination window will already have applied and selected their test date for the final 2014 window October 20 - November 15, 2104 from the existing company. Ms. Prouty asked Ms. Egbert to remove the “How do I apply for the National Exam?” from the frequently asked questions on the website. Ms. Egbert will have any information pertaining to the National Exam removed from the website until she and Ms. Prouty meet and make corrections to the process.

Ms. Egbert reported to the Board that the reminder postcards for the Board Approved Supervisor Open Window will be mailed on October 31, 2014.

The decision of the 2015 meeting dates were tabled until the November meeting.

An e-mail received from Tina Parker was reviewed by the Board. The Board responded that Ms. Parker would need to apply for an Associates license in Kentucky. She must have a Board Approved Supervisor or AAMFT Approved Supervisor. That supervisor would have to meet the requirements of a Board approved AAMFT Supervisor in Kentucky which entails obtaining 1.0 hour of Kentucky Law. The Supervisor would also have to submit a copy of his AAMFT Approved Supervisor certificate with the expiration date. The Board wanted Ms. Parker to be aware that January 1, 2016, the Kentucky Board will no longer approve AAMFT Supervisors without them being licensed in Kentucky. The Board also stated that the hours that she has already accumulated in Tennessee will not count toward her licensure in Kentucky. Once you are licensed in Kentucky, the hours you obtain in both Tennessee and Kentucky will count.

An e-mail was received from Margaret Favata requesting that the Board allow her to be put on inactive status instead of termination due to medical reasons that prohibited her from renewing prior to her renewal date. The Board approved Ms. Favata's request but

requires her to provide a letter from her physician. Ms. Egbert was also asked to remind her that she would need to keep up with her annual CEU requirements.

Status Report as of 10/22/2014

- Active Licensees for Marriage and Family Therapist.....542
- Active Permits for Marriage and Family Therapy Associates.....146
- Total Active Licensees and Permits.....688
- Total Inactive Licenses.....7

Complaints/Other Legal Matters

There was no Complaint Committee report as they did not meet.

- 2014-003 – Pending
- 2014-005 – Pending
- 2014-007 – Pending

Jane Prouty requested volunteers from the Board to choose one of the items listed to create Taskforce Guidelines and send those guidelines to her via e-mail prior to the Board meeting in November. They should only take 10 minutes or less to report on at the next meeting. They are:

- Associate Online Renewals -
- Fee Structure for CEU's – Change review process for CEU's – Karen Westbrooks and Carolyn Miller-Cooper
- Number of opportunities to take the exam and a ceiling on number of years as an Associate – Mary Badami
- Requirement of 10 Hours of CEU's for Associates – Mary Ellen Yates
- System to put together policies for the Board – Marie Ruf
- Suicide Training issue to include statement on forms, tracking, regulation change – Brien Hill

Application Review

Marie Ruf made a motion to defer the license of Michelle Brimm and have her and her Supervisor, Kenneth Hollis attend the next meeting to be held on November 20, 2014. Carolyn Miller seconded the motion. Mary Badami abstained and Karen Westbrooks recused herself. The remainder of the Board members approved the motion and the motion passed. Ms. Egbert will contact Ms. Brimm and Mr. Hollis.

Marie Ruf made a motion to approve all remaining applications, renewals, audits, inactive status requests and Provider Applications as reviewed by the Committees which met today. Mary Ellen Yates seconded the motion and it was approved unanimously.

Marie Ruf made a motion to approve all ratifications of applications, renewals, audits and Provider Applications reviewed by Committees prior to this meeting. Mary Ellen Yates seconded the motion and it was approved unanimously.

Associates:

The following applications for Marriage and Family Therapy Associates were approved: *Eva L. Archie, Joanne N. Hellmann, Geoffrey J.R. Whiteman*

The following Plans of Supervisions for Marriage and Family Therapy Associates were approved: *Sharon Arflin, Carol Anne Autry, Chelsey L. Barnett, Amanda Dishon Brown, Anita D. Evans, Samantha Graves, Michelle A. Holbrook, Kim E. Jackson, Brittany Reed, Joyce D. Scherdin, David W. Wilkinson*

The following Renewals for Marriage and Family Therapy Associates were approved: *Kathleen Adams, Christopher Alex Clark, Melissa Earnest, Rachel Gilbert, Jillian Paige Hord, Laura Lancaster*

The following Renewal for Marriage and Family Therapist Associate was deferred: *Dana K. Kearns, Jenna Yoder*

LMFT:

The following applications for Marriage and Family Therapist were approved: *Sharon E. Bryant, Sandra Borrelli, John Francis Nerswick*

The following application for Marriage and Family Therapists was deferred: *Michelle Renee' Brimm*

The following application for Marriage and Family Therapist was denied: *Grace L. Van Melle*

The following application for reinstatement of Marriage and Family Therapist was approved: *Suzanne M. Coyle*

The following application for reinstatement of Marriage and Family Therapist was deferred: *Susan Lear*

The following Renewal Audits for Marriage and Family Therapists were approved: *Mary Badami, Joseph G. D'Ambrosio, Michael Wardford*

Ratification of Online Renewals from 9/25/2014 thru 10/22/2014 for Marriage and Family Therapist were approved: (See attached list.)

Continuing Education Applications were reviewed. They will be posted on the website as soon as possible at <http://mft.ky.gov> under Resources/Continuing Education.

The next meeting of the Marriage and Family Therapy Board has been scheduled for November 20, 2014 beginning 12:30 p.m. at 911 Leawood Drive, Frankfort, KY 40601. Committees will meet at 8:30 a.m. Mary Badami reported that she will not be attending the December meeting.

Marie Ruf made a motion that Travel and Per Diem be paid to those who attended the regular Board Meeting on October 23, 2014. Mary Badami seconded the motion. The motion passed unanimously.

Marie Ruf made a motion to adjourn. Karen Westbrook seconded the motion. The motion carried unanimously and Chair Jane Prouty adjourned the meeting at 3:50 p.m.

Respectively Submitted:

Marcia Egbert, Board Administrator

RATIFICATIONS 9/26/2014 - 10/22/2014
(REVISED)

Licensee: Last Name	Licensee: First Name
Badami	Mary
Campbell	Amanda
Craig	Jacquelyn
Ford	Robert
Gauss	Marilyn
Gilbertson	Jeff
Hart Garmon	Vicki
Hunsaker	Floyd
Oak	Charles
Page	Jessica
Rohman	Teresa
Scharfenberger	Maria
Wolfram	Christy
Young	Kristi

